Secretariat

9 December 1998

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-school recreation and study programme for United Nations children****

1. The After-School Recreation and Study Programme is open to 5- to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent Board of Trustees, the Programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 28 years ago to assist working parents who were not in a position to provide after-school care for their young children, the Programme enjoys limited subsidies which make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the Programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The spring 1999 semester will run from Monday to Friday, beginning Monday, 1 February 1999, from 3.15 p.m. to 5.45 p.m. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it no later than 27 January 1999 to room DC2–839.

5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any

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* Expiration date of the present information circular: 30 June 1999.

** *Personnel Manual* index No. 13000.

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length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3.8730.

7. *Note new premises*: Dag Hammarskjöld Library, lower level, room SA-B-52.

Application for the after-school recreation and study programme for United Nations children

Spring semester 1999

Renewal ☐

New application ☐

Instructions: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

Certification

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. **There will be a late fee of $50.**

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest by 5.45 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.